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25X1 [redacted]

17 May 1965

Chief, Support Staff, Office of Finance

Chief, Records Administration Staff/DDS

Results of Clean-Up Campaign

1. The recent Clean-Up Campaign conducted in the agency to implement the President's Moratorium on the Purchase of Filing Equipment produced these excellent results.

a. 9485 cubic feet of records eliminated from office space by retirement or destruction

b. 238 pieces of filing equipment released

c. 33 Records Control Schedules revised or in process of revision

2. The Office of Finance contribution to this program consisted of 176 cubic feet of records eliminated by transfer or destruction and the partial revision of portions of your Records Control Schedule. This represents significant progress; however, I believe that the physical move of your office during the height of the program outlined in HH [redacted] may have prevented the accomplishment of even greater results. I suggest therefore, that you consider undertaking an office-wide campaign now to clean out files and revise your records control schedule. The attached material may be of assistance to you in conducting your campaign. In addition, we find that the best results occur when the office head issues an appropriate announcement endorsing the campaign. 25X1

3. I will be glad to assist you in any of your records management problems, and I will be particularly interested in the results of your campaign to eliminate inactive records.

[redacted] 25X1

Attachments

25X1 cc: [redacted] 1211 Key Building

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